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LUNENBURG TOWN
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Minutes: August 1, 2017 Regular Meeting DPW Building, 520 Chase Road

Attendees: Carl Luck (Chair), John Reynolds (Vice-Chair), Joe Anderson, Troy Daniels
Absent: Joan Pease, Barb Lefebvre (Business Manager)

Chairman resumed regular meeting at 6:45 at the close of the executive session.

ANNOUNCEMENTS – None

PUBLIC COMMENT - None

APPOINTMENTS

Sean Flanagan, Sean Patrick's Restaurant –Grease Trap Annual Permit – Seam Flanagan had some questions for the Sewer Commission concerning regulations and how to apply for a deviation from the 6 month pumping requirement. The Commission addressed all his questions. Sean F. will gather all the required data and submit a formal request for a deviation with supporting documentation. They went on to discuss the annual permit for Sean Patrick's that is still due.

Motion: John R.

Second: Troy D.

To extend the deadline for the application for Sean Patrick's to August 4th.

Discussion - It was noted that this extension is due to the meeting on 7/25, which Sean Flanagan was to attend, being postponed to 8/1.

Vote: Unanimous

Electric Ave. Car Wash, Dan Proctor – The letter of 7/27/17 that Dan Proctor had sent to the Commission regarding connection fees was read aloud and discussed. The Commission went on to acknowledge that there is no published Title V volume for a car wash and that the water analysis volume was used to calculate all fees. Possible ways to lower this were then reviewed including using the annual water use number that was provided.

Motion: John R.

Second: Troy D.

To base the connection fee on the provided water use number of 2,459 gallons/day

Discussion: None

Vote: Unanimous

The Commission went on to discuss that Counsel has not yet responded regarding the privilege fee. Carl L will work with Barb L. on a letter to Kopelman and Paige requesting a document summarizing their results/conclusion. Dan P. was asked to and will submit a formal request for adjustment of the privilege fee with supporting justification and documentation. Some information was provided on privilege fee regulation and background was reviewed. This will be put on the 8/8 agenda to discuss further.

CURRENT BUSINESS

DPW Report- issues and follow up actions - None

I/I reduction - Weston & Sampson report/next steps, pump station calibration, I/I State Report –

The Commission discussed the Weston & Sampson Report. Weston and Sampson will be invited to the 8/8 meeting to review the I/I report and next steps.

Motion: John R.

Second: Troy D.

To authorize Weston & Sampson to proceed with the calibration of the pump stations per their prior quote

Discussion: None

Vote: Unanimous

Motion: John R.

Second: Troy D.

To award Weston & Sampson with a contract for the State I/I report per their prior quote.

Discussion: None

Vote: Unanimous

Both votes are subject to confirmation by the Town Manager that these are exempt procurements.

SWSS - Contract renewal – The Sewer Commission discussed the draft agreement that was prepared by Barb L. Discussion followed on concern voiced about how the contract was written and the order of precedence.

Motion: Joe A

Second: John R.

To submit the draft agreement prepared by Barb L. to Small Water System Services for review with the caveat that it is a draft and subject to change

Discussion: None

Vote: Unanimous

Legal Counsel Transition – It was discussed that all work, except as noted in executive session, will be stopped at Kopelman and Paige. They briefly discussed the two issues in transition with counsel are 380 Electric Ave and Highfield. **Chairman Debrief of 7/17 Office Hours meeting** - This will be discussed when the entire Sewer Commission is present.

Grease Trap Regulation Compliance – A&D Crossroads-request for waiver – The Commission discussed Crossroads request for a waiver and reviewed their background. They discussed not deviating from the established enforcement process. A vote will not be taken until a formal request is submitted.

Establishments in non-compliance – Ugly Omelet and Kabobelicious are currently non-compliant. It was noted that a formal hearing needs to be requested with documentation and justification. Otherwise, the next steps in the process will proceed. The Commission went on to discuss Kabobelicious' request to waive a \$50 fee

Names not on agenda during open meeting – It was noted that Counsel has advised that a place can be named if not listed on the agenda as long as there are no actions taken or extensive discussion.

Meeting with Town Manager and BOS Chair re: General Discussion –date change/objective

The Commission discussed rescheduling this meeting and what the purpose of this meeting was. The majority of the Commission decided not to reschedule this meeting but to try to work out any issues at the working level.

Troy Daniels Email – Troy D. found that an email he had sent 6/23 violated open meeting law. He noted that he shared the email with the attorney general who stated to rectify the situation to include it on the agenda. Troy D. went on to state that he shared an opinion with a quorum of the Sewer Commission and the email is available to the public.

Minutes – Minutes from 7/11/17 and the 5/30/17 executive session were reviewed

Motion: John R.

Second: Troy D.

To approve the minutes for 7/11/2017

Discussion: None

Vote: Unanimous

Motion: Joe A.

Second: John R.

To approve the minutes for the 5/30/17 executive session

Discussion: None

Vote: Unanimous

Invoices - An invoice from Fitchburg was discussed by the Commission.

Meeting Schedule for August – The next regular meeting of the Sewer Commission will be 8/8/2017 at the DPW Building and on 8/29 at Town Hall.

Motion: Joe A.

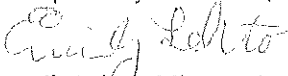
Second: John R.

To adjourn at 9:02pm

Discussion: None

Vote: Unanimous

Respectfully Submitted,



Emily Lehto, Minutes Assistant